

Lanesborough Energy Committee Bylaws

A. AUTHORITY

1. The Lanesborough Energy Committee shall have all the powers and duties delegated by the Board of Selectmen:
 - a. The Committee shall coordinate activities relative to energy conservation or energy production for Town buildings or property.
 - b. The Committee shall bring recommendations for energy projects before the Board of Selectmen for approval and any other Board, if needed, for approval.
 - c. Provide input for Annual Town Meeting and Annual Report.
 - d. Additional ad hoc powers and duties may be requested by the Board of Selectmen and will be delegated in writing by the Board of Selectmen.

B. MEMBERSHIP

1. The Lanesborough Energy Committee shall consist of five (5) members appointed for three (3) year staggered terms.
2. The Lanesborough Energy Committee shall elect a Chairperson and Secretary at the first meeting held after the Annual Town Election. The officers shall serve until the next Annual Town Election.
3. Chairperson: The Chairperson shall preside at all Lanesborough Energy Committee meetings. The Chairperson shall have the responsibility of posting notices of meetings as required by law. In the absence of the Chairperson, the Lanesborough Energy Committee shall appoint an acting Chairperson. The Chairperson shall call for a vote on all motions that have been proposed and seconded. The Chairperson shall submit a summary report for inclusion in the Annual Town Report.
4. Secretary: The Secretary shall keep the Lanesborough Energy Committee's records of attendance, meeting Minutes, agendas and motions. The Secretary shall also process all correspondence required by the Lanesborough Energy Committee and will file meeting Minutes with the Town Clerk after Lanesborough Energy Committee approval. The Secretary will also maintain any necessary files and records of the Lanesborough Energy Committee.
5. When a member voluntarily vacates his/her position in the Lanesborough Energy Committee, the following procedures shall be followed:
 - a. The Lanesborough Energy Committee will make it known to the community and the Town Administrator that a vacancy exists and thereby solicit interested parties.
 - b. A new member may be recommended by the remaining members of the Lanesborough Energy Committee and brought before the Board of Selectmen for an interview.
 - c. Should a Lanesborough Energy Committee member miss more than six (6) absences within a consecutive 12 month period without cause, the Lanesborough Energy Committee Chair shall notify the Town Clerk, who shall mail a notice to the Lanesborough Energy Committee member stating that said member is considered to have vacated the position.

C. MEETINGS

1. The Lanesborough Energy Committee shall meet monthly or as needed. Meetings shall be run according to parliamentary rules of order. Additional meetings as required shall be scheduled by the Chairperson.
2. The Lanesborough Energy Committee shall give notice of any meeting for posting by the Town Clerk at least 48 Town Hall working hours prior to said meeting. All Lanesborough Energy Committee members will be individually notified by email or phone, also 48 hours prior to said meeting by the Chairperson.
3. All meetings of the Lanesborough Energy Committee shall follow Open Meeting laws.
4. The presence of three (3) members shall constitute a quorum. Endorsement of a motion requires a vote of at least three (3) members.